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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Industrial Division, ORR

DATE: 1 July 1957

FROM : Chief, Medium Machinery Branch, D/I

SUBJECT: Monthly report for June 1957

1. AccomplishmentsA. Branch Projects Submitted -- NoneB. Other Projects Submitted13 Jun -- Agricultural machinery contribution to
ORR Project No. 20.1529, Policies, Performance
and Prospects of Soviet Agriculture X18 Jun -- Agricultural machinery contribution to
NIS 18, Sec-64, Czechoslovakia XC. Special Research -- NoneD. Other24 Jun -- Joint I/MM, I/TH contribution to Priority
Targets in Bulgaria for Interagency Clandestine
Collection Priorities Committee of the IAC X2. Training

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[REDACTED] completed the course
entitled Summary of USSR in Russian.3. Trips -- None

4. Administration -- This branch, which less than four months ago had 3 clerks, is now down to one as a result of the recent transfer of the Branch Secretary to Office of the Chief, D/M. It is virtually impossible to maintain a branch research program with only one clerk-typist. In the past branch clerical personnel have, in addition to the normal typing and clerical assignments, played a major role in routing of mail, abstracting and filing of intelligence documents, maintaining branch administrative records for the Branch Chief, and

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assisting analysts in securing intelligence documents, books, etc. These duties must now be assumed entirely by professional personnel. In addition, much of the regular office routine allows little time for typing -- for example, two branch projects that are in the final writing and typing stage are being delayed because of the clerical shortage. The over-all shortage of clerical personnel in ERA is recognized. The above paragraph is intended to emphasize the continuing and -- for this branch -- the growing seriousness of this situation.

5. Plans -- None

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